

Attachment

Important Information-Mandatory Requirements Death Master File

IMPORTANT INFORMATION – MANDATORY REQUIREMENTS DEATH MASTER FILE

TO ALL SUBSCRIBERS PURCHASING THE SOCIAL SECURITY ADMINISTRATION'S (SSA) DEATH MASTER FILE (DMF):

As a result of a court case under the Freedom of Information Act, SSA is required to release its death information to the public. SSA's DMF contains the complete and official SSA database extract, as well as updates to the full file of persons reported to SSA as being deceased. However, you, as a subscriber/purchaser of SSA's DMF, are advised at the time of initial purchase that the DMF does have inaccuracies and **SSA DOES NOT GUARANTEE THE ACCURACY OF THE DMF FILE**. SSA does not have a death record for all deceased persons. Therefore, the absence of a particular person on this file is not proof that the individual is alive. Further, in rare instances it is possible for the records of a person who is not deceased to be included erroneously in the DMF. If an individual seeing your copy of the DMF has a complaint that they find erroneous data/death information on that DMF, you should advise them to follow the procedures listed below. In fact, **you should be providing the information below in your publication, if any**, of the DMF:

ERRORS – If an individual claims that SSA has incorrectly listed someone as deceased (or has incorrect dates/data on the DMF), the individual should be told to contact their local Social Security office (with proof) to have the error corrected. The local Social Security office will:

- (1) make the correction to the main NUMIDENT file at SSA and give the individual a verification document of SSA's current records to use to show any company, recipient/purchaser of the DMF that had the error; OR,**
- (2) find that SSA already has the correct information on the main NUMIDENT file and DMF (probably corrected sometime prior), and give the individual a verification document of SSA's records to use to show to any company subscriber/purchaser of the DMF that had the error.**

In the latter case (2 above), the DMF subscriber (you) probably received the incorrect death data sometime prior to the correction of SSA's main records. (The only way you can now get an updated DMF with the correction would be to again purchase the entire DMF file and keep it current with all of the **MONTHLY OR WEEKLY UPDATES** – See MANDATORY REQUIREMENTS below.) You should accept proof from the individual (his/her own records or the verification s/he received from the local Social Security office) and correct your copy of the DMF. You should also notify any organization to which you sold the DMF that this correction needs to be made.

MANDATORY REQUIREMENTS:

It is mandatory that all subscribers of the DMF intending to use its data on a continuing basis must, after receiving an updated complete **DMF FULL FILE**, keep that file updated by continually purchasing all **MONTHLY OR WEEKLY UPDATES** (NEW DEATHS/CHANGES/DELETIONS), beginning with the same month as the Full File. If you are not meeting SSA's requirements because you are not receiving the **MONTHLY OR WEEKLY UPDATES ON A CONTINUING BASIS** immediately after receiving the **FULL FILE**, then you are **NOT** keeping your DMF up-to-date with SSA's records. Thus, you are working with a DMF with an increased number of unnecessary inaccuracies and possibly adversely affecting an increased number of individuals. **NO ONE IS TO SELL THE DMF WITHOUT REQUIRING CONTINUOUS SUBSCRIBERS TO ADHERE TO THIS MANDATORY REQUIREMENT FOR KEEPING THEIR DMF UP-TO-DATE.**

YOU, AS A DMF SUBSCRIBER, ARE REMINDED THAT YOU SHOULD NOT TAKE ANY ADVERSE ACTION AGAINST ANY INDIVIDUAL WITHOUT FURTHER INVESTIGATION TO VERIFY THE DEATH LISTED.

If you, as a subscriber to SSA's DMF are making available/selling SSA's DMF information to others, you **MUST ALSO PROVIDE THEM WITH A COPY OF THIS NOTICE.**

NOTE: DO NOT TELL ANYONE TO CONTACT NTIS OR SSA HEADQUARTERS FOR CORRECTIONS! CORRECTIONS MUST BE MADE AT THE LOCAL SOCIAL SECURITY OFFICE SERVICING THE INDIVIDUAL.

Death Master File Extract Output Record Specification 09/2001

Record Location	Field Description	Field Size
01	Blank or A (add) C (change) or D (delete)	1
02-10	Social Security Number	9
11-30	Last Name	20*
31-34	Name Suffix	4*
35-49	First Name	15*
50-64	Middle Name	15*
65	V or P Code (Verify or Proof code)	1*
66-73	Date of Death (MM,DD,CC,YY)	8*
74-81	Date of Birth (MM,DD,CC,YY)	8*
82-83	State/Country Code of Residence /1	2*
84-88	Zip code Last Residence	5*
89-93	Zip code Lump Sum Payment	5*
94-100	Blanks	7

Online and CDROM specifications

Record Length: 100 - WITH LINE FEED CHARACTER ADDED AT END

****Note: the record length will be 101 because there is a line feed character at the end of both the ASCII file and the EBCDIC online file, and the ASCII CDROM.**

/1 = No new information after 2/88

*Revised 3/01 to expand the name field, adds the middle name, suffix and V/P fields, and adjusts remaining field positions accordingly.

**It is preferred that cartridges are used instead of the magnetic tapes, as there is considerably less incidence of a faulty product with the cartridges.

****A** = NEW DEATHS TO BE **ADDED** TO YOUR MASTER DMF OR **REPLACE** CURRENT MASTER FILE ENTRIES (AS IF CHANGES). IF UPDATE "A" IS FOR AN **IDENTICAL** ENTRY ON MASTER DMF, **REPLACE** CURRENT ENTRY OR IGNORE THIS UPDATE. IF UPDATE "A" IS FOR SAME SSN ON MASTER FILE, BUT WITH SOME OTHER DIFFERENT DATA, **REPLACE** CURRENT ENTRY WITH THIS LATEST DATA.

C = CHANGES MADE TO THE RECORDS ON THE DMF DURING THAT MONTHLY PERIOD (SUCH AS IN DATE OF BIRTH OR DEATH, ETC). THIS ENTIRE "**C**" RECORD FOR THAT SSN SHOULD **REPLACE** ANY CURRENT RECORD YOU HAVE ON YOUR MASTER DMF, OR BE **ADDED** IF NO ENTRY FOUND ON YOUR MASTER.

D = DELETES: ANY SSN RECORD PREVIOUSLY ON THE DMF WHICH WAS FOUND TO BE ERRONEOUS AND SHOULD BE **REMOVED** FROM YOUR MASTER DMF; OR IF NO CURRENT RECORD ON MASTER FILE, **IGNORE** THIS DELETE.

***** V** = (VERIFIED) REPORT VERIFIED WITH A FAMILY MEMBER OR SOMEONE ACTING ON BEHALF OF THE FAMILY, OR ...

P = (PROOF) DEATH CERTIFICATE OBSERVED. (NOTE: DMF SUBSCRIBERS MUST NOT TAKE ANY ADVERSE ACTION AGAINST ANY INDIVIDUAL WITHOUT FURTHER INVESTIGATION TO VERIFY ANY DEATH LISTED, EVEN IF V OR P CODES ARE PRESENT.

*****SSA DOES NOT GUARANTEE THE ACCURACY OF THE DEATH MASTER FILE*****

DMF - STATE/COUNTRY CODE RESIDENCE (09/01)

CODE		CODE	
01	ALABAMA	35	NORTH DAKOTA
02	ALASKA	36	OHIO
03	ARIZONA	37	OKLAHOMA
04	ARKANSAS	38	OREGON
05	CALIFORNIA	39	PENNSYLVANIA
06	COLORADO	40	PUERTO RICO
07	CONNECTICUT	41	RHODE ISLAND
08	DELAWARE	42	SOUTH CAROLINA
09	DISTRICT OF COLUMBIA	43	SOUTH DAKOTA
10	FLORIDA	44	TENNESSEE
11	GEORGIA	45	TEXAS
12	HAWAII	46	UTAH
13	IDAHO	47	VERMONT
14	ILLINOIS	48	VIRGIN ISLANDS
15	INDIANA	49	VIRGINIA
16	IOWA	50	WASHINGTON
17	KANSAS	51	WEST VIRGINIA
18	KENTUCKY	52	WISCONSIN
19	LOUISIANA	53	WYOMING
20	MAINE	54	AFRICA
21	MARYLAND	55	ASIA
22	MASSACHUSETTS	56	CANADA
23	MICHIGAN	57	CENTRAL AMERICA & WEST INDIES
24	MINNESOTA	58	EUROPE
25	MISSISSIPPI	59	MEXICO
26	MISSOURI	60	OCEANIA (AUSTRALIA & ISLANDS IN THE PACIFIC
27	MONTANA	61	PHILIPPINE ISLANDS
28	NEBRASKA	62	SOUTH AMERICA
29	NEVADA	63	AREAS UNDER U.S. ADMINISTRATION: (CANAL ZONE, CANTON ISLANDS, CAROLINE ISLANDS, MARIANA ISLANDS (OTHER THAN GUAM), MARSHALL ISLANDS, MIDWAY ISLANDS, WAKE ISLANDS)
30	NEW HAMPSHIRE	64	AMERICAN SAMOA
31	NEW JERSEY	65	GUAM
32	NEW MEXICO		
33	NEW YORK		
34	NORTH CAROLINA		

(NOTE: IF ANY ALPHA'S/OR OTHER NUMERICS SHOW IN THESE TWO CODE POSITIONS, YOU SHOULD IGNORE THEM. FOR PURPOSES, IT MEANS THAT SSA DOES NOT HAVE A STATE/COUNTRY CODE FOR YOU.)